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Bulletin Number	16876BR
Type of Recruitment	Transfer Opportunity
Department	Beaches and Harbors
Position Title	SENIOR DEPARTMENTAL PERSONNEL TECHNICIAN
Filing Type	Open Continuous
General Information	The Department of Beaches and Harbors is seeking well-qualified individual to fill a vacancy of Senior Departmental Personnel Technician in Human Resources Section.
Requirements	<p>Permanent County of Los Angeles employees who currently hold the payroll title of SENIOR DEPARTMENTAL PERSONNEL TECHNICIAN.</p> <p>Permanent County employees who meet the requirements are invited to make their interest known by submitting: 1) cover letter with employee number; 2) resume detailing relevant experience; 3) copies of your last two performance evaluations and; 4) two years of Time History Report.</p> <p>NOTE: ALL REQUIRED DOCUMENTS WILL BE ACCEPTED VIA ONLINE APPLICATION ONLY.</p> <p><u>All materials submitted will be evaluated. Only the most qualified individuals will be contacted for an interview. The interview process will be used to determine the final selection.</u></p>
Desirable Qualifications	<p>Comprehensive knowledge of Civil Service Rules, County Code, Interpretive Manual for County Pay and Benefit Provisions, and the Memorandum of Understanding (MOUs) and the ability to research laws and policies and apply them to HR issues.</p> <p>Comprehensive knowledge of Human Resources Management including Recruitment and Selection, Operations, Performance Management, Employee Relations and Investigations.</p> <p>Highly proficient in Microsoft Office suite including Word, Excel, Outlook and Access, as well as KRB, CDMS and eHR.</p> <p>Excellent verbal and written communication skills with attention to detail;</p> <p>Excellent analytical, organizational, and time-management skills;</p> <p>Excellent interpersonal skills with the ability to work independently with minimal instructions, as a member of a team, and interact effectively with all levels of staff;</p> <p>Ability to effectively deal with sensitive personnel issues.</p> <p>Ability to learn quickly.</p>
Duties	<p>Serves as the lead and conducts all aspects of exam administration including conducting a job analysis, developing an exam plan, preparing the job bulletin, reviewing applications to assess qualifications, conducting the exam, preparing notification letters to applicant/candidates, and preparing the eligible list.</p> <p>Serves as the Departmental liaison for Department of Human Resources</p>

(DHR) Appeals Division, for exam appeals.

Uploads the eligible list onto the Certified Desk Management System (CDMS)

Creates referral lists from CDMS for hiring managers, as needed; enters disposition of candidates to reflect canvassing results.

Facilitates DHR approval for certification list actions such as requests for substitute lists, restoration, extension, etc.

Responds to requests from other line departments to borrow certification lists.

Prepares Transfer Opportunity Announcements for recruitment purposes.

Prepares various reports on vacancy, recruitment, and hiring status.

Conducts investigations into employee complaints including alleged violations of the County Policy of Equity, misconduct, policy violations, etc.

Prepares investigative reports for submission to DHR, County Equity Investigations Unit

Serves as the Employee Relations liaison with Chief Executive Office, Employee Relations, in the handling employee relations matters.

Serves as the Department's Administrator for the following systems: Learning Management, Performance Net, and Management Appraisal Performance Plan.

**Vacancy
Information**

The vacancy is located in the Department of Beaches and Harbors Human Resources Section at 13483 Fiji Way, Tr.#2, Marina del Rey, CA 90292.

Available Shift

Day

Job Field

Human Resources

Job Type

Technicians

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